Chapter 7. Performing Department/Institute Codes

Introduction

The Performing Institute and Performing Department codes identify the organization performing the research. Performing Institute codes are required for every type of project. Performing Department codes are only used for extramural research (S, C, G, M, N, J, and A type projects), and are **not a required** field.   However, the codes provide additional descriptive information regarding the location and identity of the cooperating institute, therefore, it is helpful to enter the code on the project if one is available.

For in-house research (in-house "D" and Reimbursable ("R") and Trust ("T") agreements), the Performing Institute code **must** always be Agricultural Research Service for your specific location. For extramural research, the performing institute code **must never be** Agricultural Research Service.

Performing Institute Codes

To find a Performing Institute code, from the Research Documentation screen, click "**Reference Tables**", "**Organizational**", and "**Performing Institute Codes**" (fig. 1) to display the Performing Institute reference table (fig. 2).
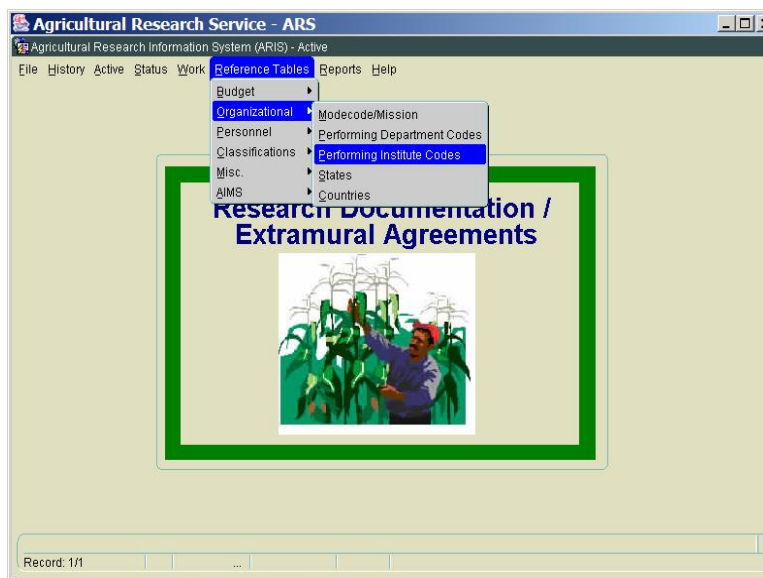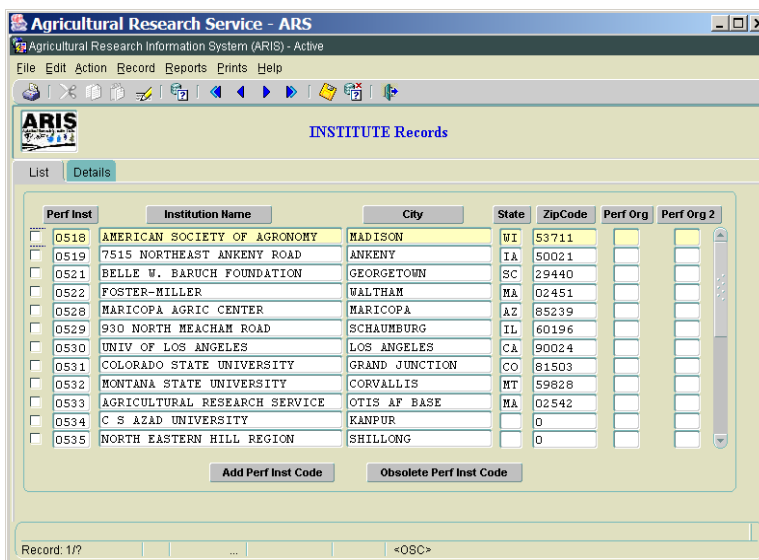

Figure 1 – Research Documentation Screen

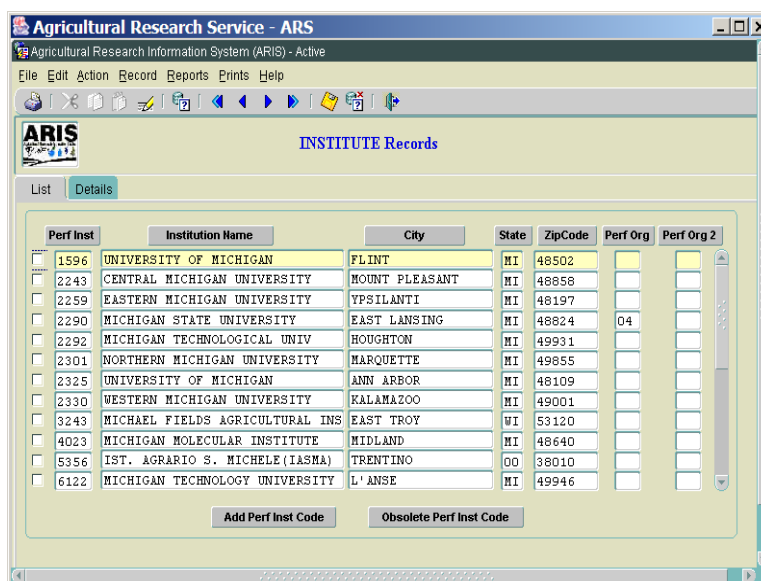**Figure 2 – Institute Codes – List Screen**

To search for the desired Institute code, from the Institute Records List screen, click "**Action**" and "**Query Screen**" on the toolbar to display a Query screen (fig. 3).

Figure 3 – Query Screen

Enter the criteria on the query screen to obtain a list of Institute codes. For example, to find Michigan State University, enter "**%Mich%**" or **%Michigan%** in the Institute Name field to find any code that contains the word "Michigan" in the name (fig. 3). If you are unsure of the exact name and/or spelling of the institute name, omit part of the name and use the "%" at the beginning and end of your query criteria. However, the more precise search criteria entered, the more accurate your search will be.   In addition, the Institute Name field is limited in size (32 characters); therefore, abbreviations are sometimes used to fit

the whole name. If this is the case, you can also query the "Long Description" field to find the needed Institute name. Another option is to query by city and/or state to ensure you are finding the appropriate codes within the designated city. This would alleviate missing the needed code if in fact it was abbreviated.

When all the criteria are entered in the query screen, click the "**Execute**" query button on the toolbar to display the query results List screen (Figure 4).

Figure 4 – Query Results – List Screen

Once you have noted your Performing Institute number, click the "**Exit**" icon on the Toolbar to return to the Research Documentation screen.

Note: If you are entering a new project (AD-416/417), you can search for the Performing Institute or Department codes on the AD-416 project information screen as well (see page 6).

Performing Department Codes

To find a Performing Department code, from the Research Documentation screen, click "**Reference Tables**", "**Organizational**" and "**Performing Department Codes**" (fig. 5). The Performing Department codes List screen will be displayed (fig. 6). Follow the same instructions for Performing Institute code to find the desired Department code (figs. 5-8).
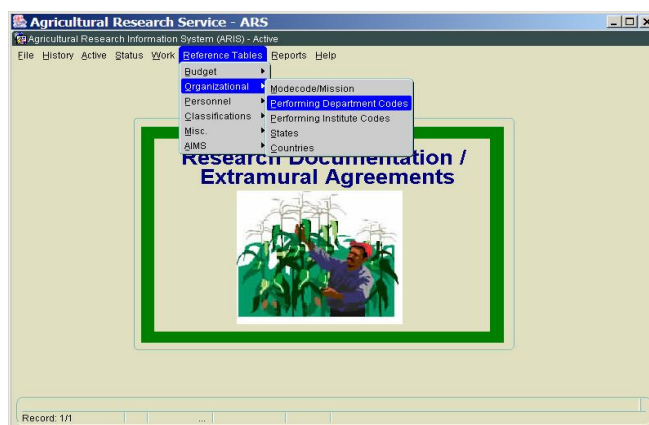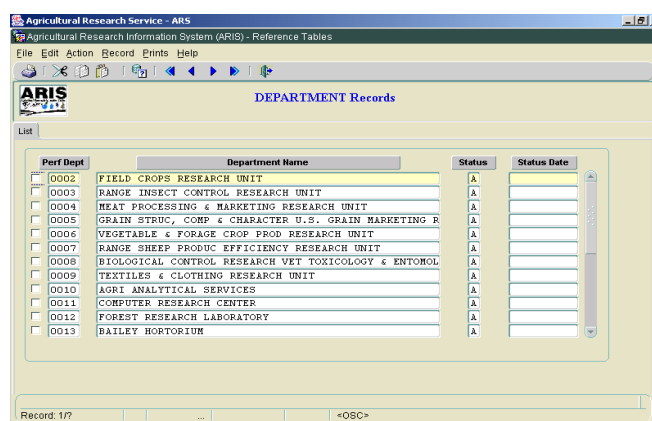

Figure 5 – Research Documentation Screen

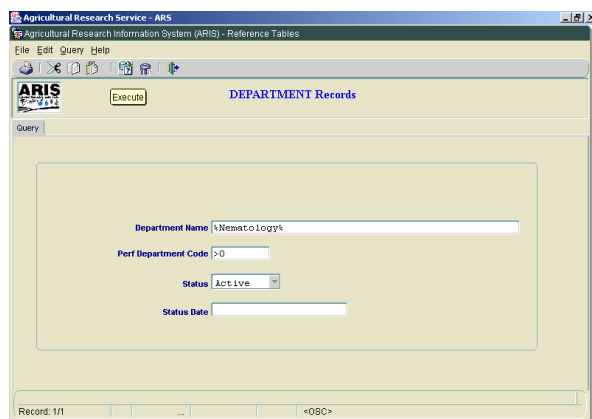**Figure 6 - Department Code List Screen**
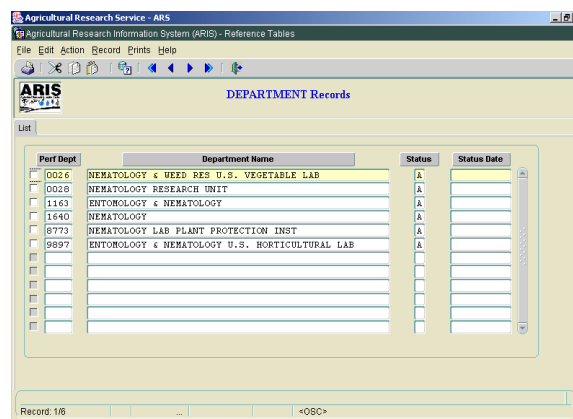

Figure 7 - Query Screen

Figure 8 - Query Results - List

Obtaining Institute/Department Codes While Entering AD-416/417

To find the Performing Institute and/or Performing Department code while entering or modifying a project, click the "**?**" next to the Institute or Department on the Project Info screen (fig. 9). A display screen opens with a list of all the Institute/Department codes. Scroll through the list, or search for the needed code (e.g. %Yale%) (figs. 10a and 10b) (see Chapter 1 on searching). When you find the needed code, click "**OK**". ARIS will enter the code on the Project Info screen and update the Institute and/or Department name and address.

Figure 9 – Work 416/417 Project Info Screen

Figure 10a – Institute Codes – List Screen

Figure – 10b – Query Results

Requesting New Institute and/or Department Codes

When a query of the Performing Institute and Performing Department Reference tables does not find the needed code, request that a new code be entered in the reference table through your Area Program Analyst (PA).

For a Performing Institute code, provide the exact name of the Institute and include a street address, city, state, and zip code to the PA. For an international institute, a zip code is not required. **Note:** Provide the full name of the Institute and any acronyms that are applicable. The Institute Code field is limited to 32 characters; however, if the full name is too long for the Institute name field, the full name is entered in the "Full Description" field within the reference table.

For a Performing Department code, provide the exact name of the Department to the PA.

The Area PA sends the request to the Headquarters PA who enters the codes in the ARIS Reference tables. Once the Headquarters PA enters the codes, the Area Office will be notified that the new Institute and/or Department codes have been added.

NOTE: Recipient codes in AIMS and Performing Institute and Performing Department codes in ARIS are different codes. If Recipient codes are needed, the request should be submitted to the AIMS HELPDESK (ARS-AIMSHELP@ars.usda.gov) through your Area PA.